

Civil Service Commission Minutes

Cincinnati, Ohio

June 23, 2011

The Civil Service Commission met in regular session in Room 307, Council Chambers, on Thursday, June 23, 2011. Commissioners in attendance were Ms. Deborah Gaines and Mr. Robert Braddock. Mr. James Robinson was absent. Commission staff present included, Ms. Arnell Jackson, Assistant Civil Service Secretary and Ms. Seeta Martindale.

Since minutes from the June 9, 2011 meeting had been circulated among the members, a motion to dispense with a reading of the minutes was passed and the minutes were approved as written.

HEARINGS

In the matter of the appeal of David Boggs concerning his dismissal from the Water Works Department, the appeal has been withdrawn.

In the matter of the appeal of Joseph Harrison Jr. concerning his dismissal from the Water Works Department, the appeal has been withdrawn.

In the matter of the appeal of James Jackson Jr. concerning his dismissal from the Water Works Department, the appeal has been withdrawn.

In the matter of the appeal of Timothy Ratcliffe concerning his dismissal from the Water Works Department, the appeal has been withdrawn.

The Civil Service Commission met on June 30, 2011 at 9:00 a.m. to hear the appeal of Curtis Lindsey concerning his dismissal from the Board of Education. The Board was represented by Daniel Hoying. The appellant was represented by Taurean Johnson, AFSCME. The official court reporter was DCR Denmark Court Reporting Agency. After hearing all the arguments and testimony, the Commission took the matter under advisement.

SPECIAL EXAMINER

- Ted Nussman, Maria Menke-Sunderhaus and Bryan Carter for the Senior Accountant exam
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HEALTH

Request from the Health Department for the exceptional appointment of Kathleen Bain as a Pediatrician

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Bain is qualified and the Commission previously approved this title for exceptional appointment.

METROPOLITAN SEWER DISTRICT

Request from the Metropolitan Sewer District for the exceptional appointment of Matthew Smith as a Senior Engineer

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Smith is qualified and the Commission previously approved this title for exceptional appointment.

Request from the Metropolitan Sewer District for the exceptional appointment of Lindsey Staley as an Engineer Intern

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Staley is qualified and the Commission previously approved this title for exceptional appointment.

Request from the Metropolitan Sewer District for the transfer of Donan Nixson from the Public Services Department as a Truck Driver

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all parties are agreeable to the transfer.

Request from the Metropolitan Sewer District for the transfer and voluntary demotion of William Ernst from an Automotive Mechanic in the Public Services Department to a Maintenance Fabrication Specialist

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all parties are agreeable to the transfer and voluntary demotion.

Request from the Metropolitan Sewer District for the transfer and voluntary demotions of James Thompson and Steven Hesse from Automotive Mechanics in the Public Services Department to Motor Equipment Operator 2s

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all parties are agreeable to the transfer and voluntary demotions.

Request from the Metropolitan Sewer District for the promotion without exam of John Shinn from a Utilities Construction Inspector to Assistant Facilities Maintenance Manager (MSD Reliability-Centered Maintenance Program)

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Shinn is the only qualified and eligible employee in the employing unit.

Request from the Metropolitan Sewer District for the promotion without exam of Mark Chapman from Engineer Intern to Senior Engineer

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Chapman has received his licensure.

PUBLIC SERVICES

Request from the Public Services Department for the exceptional appointment of Brian Haysbert as an Electrical Maintenance Helper

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Haysbert is qualified and the Commission previously approved this title for exceptional appointment.

CITY MANAGER'S OFFICE/BUDGET AND EVALUATION

Request from the Budget and Evaluation Division for the exceptional appointment of Mark Medlar as a Management Analyst

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Medlar is qualified and the Commission previously approved this title for exceptional appointment.

CITY PLANNING AND BUILDINGS

Request from the City Planning and Buildings Department for the promotion without exam of Anne Barlage from a Clerk Typist 3 to City Planning Technician 1

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the classification study approved by Commission, which stated the City Planning Technician classification series reflect the duties of the Permit Counter including the requirement of an International Code Council certification.

WATER WORKS

Request from the Water Works Department for the promotion without exam of Brian Haggard from a Plant Operator 1 to a Plant Operator 2 with Class I license

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Haggard has received his licensure.

Request from the Water Works Department for the promotion without exam of Randy Smith from a Plant Operator 2 with Class I license to Plant Operator 2 with Class II license

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Smith has received his licensure.

Request from the Water Works Department for the promotion without exam of William Fromme from Senior Chemist to Supervising Chemist

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Fromme was the only qualified and eligible employee in the employing unit.

AGENDA ITEMS

Request from Richard Schneider to appeal his results from his pre-employment physical for the position of Electrical Maintenance Helper with the Public Services Department

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the information provided at the meeting from Employee Health Services.

Request from Elizabeth Harrison to appeal her rejection from the Health Counseling Supervisor exceptional appointment process

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that Ms. Harrison does not meet the minimum qualifications.

Request from Sharon Wiehe for an alternate test date for the Administrative Technician promotional exam

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that Commission rules allow for alternate test dates due to injury or illness and religion.

Request from Dawn Williams for an alternate test date for the Administrative Technician promotional exam

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that Commission rules allow for alternate test dates due to injury or illness and religion.

Request from Lynda Napier-Jordan for an alternate test date for the Administrative Technician promotional exam

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Commission rules allow for alternate test dates due to injury or illness and religion and Ms. Napier-Jordan will be on medical leave on the test date.

Request from the Emergency Communications Center to add a Computer Programmer Analyst position to their table of organization

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that the duties and responsibilities are consistent with the proposed title.

Request from the Department of Community Development to add an Inspector 2 position to their table of organization

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that the duties and responsibilities are consistent with the proposed title and the deletion of an Inspector 1.

Request from the Metropolitan Sewer District to add a Supervising Engineer, Senior Accountant, and Water Works Maintenance Field Supervisor (MSD) position to their table of organization

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that the duties and responsibilities are consistent with the proposed titles and the deletion of a Senior Administrative Specialist, two Utility Laborers, and an Engineering Technical Supervisor.

Request from the Health Department to add a Public Health Educator and a Supervising Health Counselor (Grant Funded) position to their table of organization

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that the duties and responsibilities are consistent with the proposed titles and the deletion of a Customer Relations Representative, Dietician, and Public Health Nurse 2.

Request for approval of new and/or revised classification specifications

Heating, Ventilation and Air Conditioning (HVAC) Technician Assistant
(Board of Education) – open
Level II Heating, Ventilation and Air Conditioning (HVAC) Controls
Technician (Board of Education) – open
Level II Heating, Ventilation and Air Conditioning (HVAC) Chiller
Technician (Board of Education) – open
Automotive Mechanic Helper – open
Nurse Practitioner – open
Water Works Construction Inspector – promotional

Information Item

Request from the Board of Education to use the exceptional appointment process to fill the following classifications:

- Heating, Ventilation and Air Conditioning (HVAC) Technician Assistant
- Level II Heating, Ventilation and Air Conditioning (HVAC) Controls Technician
- Level II Heating, Ventilation and Air Conditioning (HVAC) Chiller Technician

Information Item from May 26, 2011

Request from the Water Works Department to use the exceptional appointment process to fill a Supervising Management Analyst position. This item will be held for 45 days for questions or concerns.

Pending:

Laboratory Technician Classification decision

Appeals to be scheduled:

Joseph Lee
James Roper
Augusta Steele
Anthony Arnold
Charles Martin II
Alfred Brewster
Veno Mitchell
Steve Byrne
Vaughn Harrison
Whitney Mobley
David Johnson